

ADDENDUM #1
DRUG URINALYSIS
D-19

1. Can a vendor bid on either the test kits, urinalysis or both?

Vendor can bid on test kits, urinalysis laboratory services, or both.

2. Can you please explain in more detail what is needed by Section 4.3.1.5? Are you asking for the ability to log in with 25 probation officers or 25 dumb terminals.

The vendor should be able to supply a secure Internet page to which the data is downloaded (or there is a live-feed) within the specification of the contract. Probation staff can go to the secure site (using code or password) and look at the data. The vendor will provide security on their side. All probation staff will have access, but the vendor will provide a minimum of 25 connections at any given time. If all 25 connections are in use, a probation staff person would have to wait until someone gets off before they can log-in and view the data.

3. Is Random selection software similar to color of day testing?

A random selection process (4.2.5) could be “color of the day” testing or some other randomized system for identifying offenders to be drug tested. Specific random selection software could also be used.

4. Item 4.2.1.1: CLIA (Clinical Laboratory Improvement Act) as well as SAMSHA (Substance Abuse and Mental Health Administration) are approved certifications for criminal justice urine drug testing, which meet or exceed suggested American Probation and Parole Association (APPA) guidelines, as well as guidelines outlined in the Arizona Administrative Order of the Court, 95-20. Are these substitutes acceptable to the Court?

The Laboratory conducting urine testing will be required to be certified by the College of American Pathologists for Forensic Urine Drug Testing (CAP-FUDT) or possess a Clinical Laboratory

Improvement Act certification (CLIA-DHHS-HCFA) or a Substance Abuse and Mental Health Services Administration (SAMHSA) certification.

- 5. There is no mention of fees for visually monitored collections (4.2.2), collection supplies (4.2.6) or specimen transportation (4.2.8) to the laboratory in the bid, which could represent a significant increase in overall billable rates.**

If the cost for the monitoring, collection and transportation are not included in the cost of the analysis indicate each separately on the new revised pricing schedule (attached)

- 6. There is no mention of turn-around time requirements for the entire drug testing process, from the time of collection to the reporting of the results.**

Amend 4.3.1.2 as follows:

A daily download shall be provided during business hours. The laboratory shall process and report the drug screening results no later than 1 working day (24 hours) after the time of collection.

- 7. Please amend 4.2.14 to read as follows:**

The drug testing laboratory shall participate in performance testing at least 3 times per year conducted by the College of American Pathologist, American Association of Bio-Analysts, or any other testing performance agency approved by the Adult Probation Department. The proficiency testing program(s) shall be approved for both screening and confirmatory urine drug testing.

- 8. We would like a clarification as to what the unit price is and how it differs from the individual test price.**

Please see revision of pricing form.

- 9. The Department's urinalysis policy went into effect 5/1/02 and was renumbered to reflect: 30[20].401 - Drug and Alcohol Testing.**

Please amend the bid proposal to reflect the change in policy numbers from 30.019 to 30[20].401 This policy has been attached.

Company Name, address, city, state, zip code

13.0 PRICING

Unit price as bid for URINALYSIS LABORATORY SERVICES in accordance with specifications:

URINE SAMPLES WILL BE PROCESSED FOR THE FOLLOWING:

	<u>Est. Yearly # of Test</u>	<u>Price</u>
13.1.1 Individual laboratory drug test (immunoassay and non-confirmation) to include the following drugs: Amphetamines, Cocaine, Opiates, THC, Barbiturates, Benzodiazepines, Methadone, PCP, Propoxyphene.	Approx. 4,000 samples	\$_____/each
13.1.2 Non-confirmation, immunoassay, on combination of two of the above-listed drugs.	Approx. 15,000 samples	\$_____/each
13.1.3 Non-confirmation, immunoassay, on combination of three of the above-listed drugs.	Approx. 55,000 samples	\$_____/each
13.1.4 Confirmation – GC/MS		\$_____/each
13.1.5 Per hour for court testimony		\$_____/hour
13.1.6 Individual test (immunoassay and non-confirmation) for Ecstasy.		\$_____/each
13.1.7 Individual test monitoring fee		\$_____/each
13.1.8 Individual test collection supplies		\$_____/each
13.1.9 Individual test transportation fees		\$_____/each

Terms:

Federal Tax ID Number:

Offeror Number:

Telephone Number:

Fax Number:

Contract Period:

Company Name, address, city, state, zip code

14.0 PRICING

Unit price as bid for FIELD KITS for DRUG and/or ALCOHOL TESTING SERVICES in accordance with specifications:

SAMPLES WILL BE PROCESSED FOR THE FOLLOWING:

	<u>Est. Yearly # of Test</u>	<u>Price</u>
14.1.1. Individual FIELD KIT for drug testing to include the following drugs: Methamphetamine, Amphetamines, Cocaine, Opiates, THC, Barbiturates, Benzodiazepines, Methadone, PCP, Propoxyphene.	Approx. 4,000 samples	\$____/each
14.1.2 Field kit for drug testing on a combination of two of the above-listed drugs.	Approx. 10,000 samples	\$____/each
14.1.3 Field kit for drug testing on a combination of three of the above-listed drugs.	Approx. 20,000 samples	\$____/each
14.1.4 Field kit for drug testing on a combination of four of the above listed drugs.	Approx. 20,000 samples	\$____/each
14.1.5 Field kit for drug testing on a combination of five of the above listed drugs.	Approx. 30,000 samples	\$____/each
14.1.6 Field kit for alcohol testing	Approx. 5,000 samples	\$____/each

Terms:

Federal Tax ID Number:

Offeror Number:

Telephone Number:

Fax Number:

Contract Period:

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30[2].401 – Drug and Alcohol Testing
R: 03/28/2002

Drug and Alcohol Testing

Authority: Administrative Directive, Supreme Court Administrative Orders 2000-77, Sections N2f, N3f, N4f, N5f, N6e

Forms: Drug Screen Report; Identification Label and Log Book; Test Requisition Chain of Custody; Chapter 34 Court Notification

Purpose: To establish criteria and protocol for the use of probationer drug and alcohol testing.

NOTE: Sections with “IPS ►” indicate enhanced responsibilities for IPS staff

OVERVIEW: Various testing methodologies exist which scientifically determine drug or alcohol use based on the testing of body fluids, breath samples and hair samples. The following policy describes approved testing methodologies and appropriate protocol for use. All testing and frequency of testing should be consistent with the Conditions of Probation and in concert with the Case Plan, as well as assessment data (i.e. OST, ASUS, etc.), probationer's substance abuse history, changes in behavior and information from treatment providers and/or reliable third parties. It should be noted that drug or alcohol use can also be determined through effective interviewing techniques, observation of the probationer, contact with family members, home visits, and through establishing a rapport with the probationer.

POLICY:

- I. **MANDATORY TESTING:** If the Court has ordered a probationer submit to mandatory urine or breath testing, the following should occur regardless of treatment status and/or probationer admission of use:
 - A. Standard Probation:
 1. Test within 10 business days of the mandatory order, or release from jail.
 2. Thereafter testing at least once every three months.
 - IPS ► B. Intensive Probation
 1. Test within 10 business days of the mandatory order, or release from jail.
 2. Thereafter testing at least once every month.
- II. **NON-MANDATORY TESTING:** Provided the Conditions of Probation authorize testing, officers have the option to request a probationer submit a test sample. When determining the type and frequency of testing, officers should consider the probationer's Case Plan, assessment data (i.e. OST, ASUS, etc.), substance abuse history, changes in behavior, treatment status, severity of current use, and information from treatment providers and/or reliable third parties.
- III. **TREATMENT STATUS & TESTING**
 - A. **PRETREATMENT PHASE:** The type and frequency of testing varies according to the probationer's treatment status and needs. If treatment is appropriate, testing is not needed prior to the onset of such treatment unless requested by the treatment provider. A positive or negative test result while awaiting treatment generally has no bearing on the probationer's placement.
 - B. **ACTIVE TREATMENT PHASE:** While the probationer is in treatment, staff should consult with the treatment provider before testing. If a test is appropriate, results should be shared with the treatment provider.
 - C. **AFTERCARE PHASE:** Upon the conclusion of treatment, staff should consult with the treatment provider regarding the use of testing in the aftercare plan. If the probationer admits drug or alcohol use or has positive test results, they should be immediately referred to a

lapse or relapse group. While drug use violates the conditions of probation and is unacceptable, experts consider relapse to be an expected condition of the recovery process. Intervention Guidelines should be consulted if continued drug use is detected.

IV. TESTING METHODOLOGY AND PROTOCOL

A. Drug Testing by Urine Sample (Urinalysis)

1. Urine samples can be collected from a probationer by an officer, or employee of a Urinalysis contractor, provided they are the same sex as the probationer.
2. Urine samples must be collected in a restroom facility at a probation office, probationer's home, the offices of a treatment provider or Urinalysis contractor, or other suitable location.
3. Officers must complete Referral form 1100-212 and fax it to the urinalysis contractor selecting a maximum of three tests and if applicable, frequency of future testing. Available Tests: Amphetamines, Cocaine, Opiates, THC, Barbiturates, Benzodiazepines, Methadone, PCP, Propoxyphene, *Ecstasy (*probationer must pay for this specific test).
4. Clients must pay for testing in all but the most dire of financial situations.
5. Officers referring a probationer to the urinalysis contractor for specimen collection should provide the probationer with written instructions via Standard Directives form 1100-209.
6. Officers not familiar with a probationer should request identification from the probationer before collecting a sample.
7. Officers must wear protective rubber gloves during the collection process to ensure personal safety.
8. Officers must complete a specimen bottle identification label (probationer name, cause #, supervising officer name, date of collection).
9. Officers must provide the probationer with a new specimen bottle, and cup if necessary. Thereafter officers should refrain from handling the bottle and cup.
10. Officers must observe all aspects of the specimen collection process, including probationer handling of the empty specimen bottle, urinating into the cup or bottle, transferring from the cup, sealing the bottle, signing the identification label, adhering the identification label, and placing the bottle in the urine specimen collection box. The officer shall then lock the specimen collection box.
11. Common probationer tampering techniques include: substitution of the sample; drinking large quantities of liquid to dilute the sample; contaminating the sample with chemical additives or foreign substances.
12. Officers must complete the Test Requisition Chain of Custody form:
 - a. Probationer name, cause #, date of collection, initials of officer witnessing the sample in "Monitor" column, name of supervising officer, and indicate desired tests based on the probationer's drug use history or suspicion of drug use. (Information on the specimen bottle identification label and the Test Requisition Chain of Custody Form must be identical or testing will not be completed).
 - b. If probation charge is a Title 13, Chapter 34 drug offense, the officer must place an "X" in the "Chapter 34" column.
13. Deviations in the above collection protocol violate chain of evidence procedures and render test results inadmissible in court.
14. A courier from the Urinalysis contractor will pick-up samples on specific days of the week.
 - a. At the time of pick-up, assigned probation staff must correlate all samples to the Test Requisition Chain of Custody Form, assuring all samples are present and with consistent information.
 - b. Probation staff must make a photocopy of the Test Requisition Chain of Custody Form. The original form must accompany the samples and the copy should be retained at the Adult Probation Office.
 - c. Probation staff must list the number of samples submitted and initial the tally in a log book.

IPS ►

- d. The courier should confirm the number of samples, sign for the samples and then transport the samples to their lab in a secure container.
15. The Urinalysis contractor must send test results to the supervising officer within seventy-two hours of sample pick-up.
16. All test results, probationer admissions of illicit drug use, and refusals to submit a sample shall be documented as defined in APETS user policies.
 - a. Standard Probation officers must then review established Intervention Guidelines and respond accordingly.
 - b. Intensive Probation officers must send a memo to the court on each confirmed positive result for the use of any illegal or controlled drug, narcotic, or other substance specified in A.R.S. 13-3401 et seq. The officer must outline the circumstances surrounding the incident and recommend a course of action.
17. If a probationer is adamant that a positive test is not valid and the probationer is being returned to court, a retest by GC/MS should be requested through the lab. Supervisors must approve all requests for GC/MS retests. If the probationer continues to refute results of the GC/MS retest they may, at their own expense, arrange for the urine sample to be tested at a laboratory approved by the APD.
18. If a probationer contends that a test result is positive due to prescription medication, the officer should request the probationer provide the prescription bottle, or a sign a Release of Information form to allow officer contact with the physician that prescribed the medication.
19. If it appears that test results may be challenged at a witness probation violation hearing the urinalysis contractor should be contacted to testify in court.
- B. Alcohol Testing by Breath Sample (Alco-Sensor III)
 1. Breath sampling is the only approved testing protocol for alcohol.
 2. Breath samples must be collected using an Alco-Sensor III. A breath sample can be collected from a probationer at any location.
 3. Officers not familiar with a probationer should request identification from the probationer before collecting a sample.
 4. Alco-Sensors must be calibrated every 180 days to ensure accuracy.
 5. Alco-Sensors must be between 20 to 30 degrees centigrade as indicated on back of device before testing.
 6. Prior to testing mount new mouthpiece on top of device.
 7. Press the READ button to check for traces of alcohol.
 8. Press the SET button to flush unit and prepare for test.
 9. Ask probationer if they have consumed any alcohol in last 15 minutes.
 - a. If No, proceed to Step 10.
 - b. If Yes, wait 15 minutes before proceeding to Step 10.
 10. Ask probationer to take a deep breath and blow into the mouthpiece.
 11. After 3 seconds, but before exhalation ends, press and hold the READ button. Continue to hold the READ button until the reading peaks.
 12. Document the reading.
 13. Press the SET button to purge and clean device.
 14. Discard the mouthpiece.
 15. Return device to its case with the button depressed.
 16. All test results shall be documented as defined in APETS user policies.

-- END SECTION 30[2].401: DRUG AND ALCOHOL TESTING --